

Enterprise Human Resources and Payroll

#32 – NTE DATE MASS ACTION



As of 12/01/02, a mass process will be run on the last day of the pay period to automate the termination of employees who have an appointment NTE date within the pay period. This mass process will mimic the actions that the user would have previously taken by inserting a termination action into each employee's record.

The Mass action terminates Health Benefits, Life AD Benefits, Savings Plans, Retirement Plans, and Direct Deposits. Users will continue to terminate Savings Bonds manually.

Two rows of data will be entered for the employee on the PAR Pages. The NTE Termination and Change of Address will appear on the Data Control Page. A third row of data will be entered on the Separations page.

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➤ **Row 1:** Data Control Page

- Effective Date: NTE Date
- Action: TER (Termination)
- Reason: TMP (End of Temporary Employment)
- NOA Code - Extension: 355-0 (Termination Expiration of Appointment)

➤ **Row 2:** Data Control Page

- Effective Date: NTE Date
- Action: DTA (Data Change)
- Reason: DTA (Data Change)
- NOA Code - Extension: 999-8 (Home Address Change - Separated Employee)

Note: The Payroll Interface will sequence these rows correctly when sending data to Payroll.

Questions? Contact your Agency Liaison or the PSC Help PoC Team.

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➤ **Row 3:** Separation Page

Administer Workforce > Administer Workforce (USF) > HHS > Retirement Separation

- Effective Date: NTE Date
- Type of Action: Annuity
- Address: Most current address from the Personal Data page.

How will users know what actions have been completed by the batch process?

- Users will be able to generate a query to determine each employees processing status. (ie. what items processed and what didn't process.)
- Home > PeopleTools > Query Manager > Use > Query Manager
- Query Name: HE_MASS_MASK_STATUS.
- Please see Postcard #30 for instructions on how to use the report.